



**CIVIL SERVICE COMMISSION  
REGULAR MEETING  
MINUTES**

**Monday, September 14, 2020  
3:30 PM**

**COMMISSIONERS**

Deborah Bennett, **Vice Chair**  
John Costa  
Harry Hull  
Ronald Le Doux  
Seat 2, Vacant

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145 Fulweiler Avenue, Suite 200  
Auburn, California 95603  
[www.placer.ca.gov](http://www.placer.ca.gov)

Kate Sampson, Human Resources Director  
Judy McKeig, Commission Clerk  
Office: (530) 889-4060

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Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Commission Clerk. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Commission Clerk five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

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**Public Participation Procedures**

**In order to protect public health and the safety of our Placer County citizens, attendance for the Civil Service Commission will be offered as a completely virtual Zoom meeting webinar. The Human Resources Department will be closed to public attendance.**

**Join from a PC, Mac, iPad, iPhone, or Android**

**<https://zoom.us/j/93275655596>**

**Join by Telephone**

**Dial: 669-900-6833 OR 877-853-5247 (Toll Free)**

**Webinar ID: 932 7565 5596**

**In compliance with Governor Newsom's Executive Order N-29-20-EO on telephone meetings, the public's participation will be supported through web or phone participation for attendees. When Public Comment is opened, participants may "raise hand" to be called upon to give their public comment.**

- 1. Those joining online through the web meeting should "Raise Hand" in the Zoom meeting window. The Clerk will call on them by the name they entered in the Zoom session, and they will be prompted to unmute their microphone so they can state their name for the record and give their comment.**
- 2. Those who are calling in via phone may dial \*9 to raise their hand once Public Comment is opened. The Clerk will read out the caller's phone number and they will be notified that they are unmuted. The Clerk will then direct them to state their name for the record and give their comment.**

**Alternatively, citizens may submit their comments in written form to the Commission Clerk at [PCHRD@placer.ca.gov](mailto:PCHRD@placer.ca.gov). All public comments received prior to 8:00AM the day of the meeting will be provided to the Commission members electronically or in written form. Emails received though the Clerk's email address after 8:00AM the morning of the meeting will still become part**

**of the official record and will be retained by the Clerk but will not be disseminated to the Commission prior to the Commission's action.**

**OPEN SESSION**

**Call to Order | 3:30PM**

**Roll Call | Thalia Torres**

Present | Bennett, Costa, Hull, Le Doux

**Public Comment:**

Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.

**1. Approval of Agenda | Regular Meeting, September 14, 2020**

Motion: Le Doux/Costa/Unanimous vote 4:0

Ayes: Bennett, Costa, Hull, Le Doux

No public comment

**2. Approval of Minutes | Regular Meeting, August 10, 2020**

Motion: Costa/Le Doux/Unanimous vote 4:0

Ayes: Bennett, Costa, Hull, Le Doux

No public comment

**3. Re-election of Officers for 2020**

Presenter: Kate Sampson, Human Resources Director

The Human Resources Department recommends the Civil Service Commission re-elect its officers for calendar year 2020.

Commissioner Le Doux moved election of Commissioner Bennett as Chair.

Motion: Le Doux/Hull/Unanimous vote 4:0

Ayes: Bennett, Costa, Hull, Le Doux

Commissioner Costa moved election of Commissioner Hull as Vice Chair.

Motion: Costa/Le Doux/Unanimous vote 4:0

Ayes: Bennett, Costa, Hull, Le Doux

No public comment

**4. Work Out-of-Class Pay | Health and Human Services, Adult System of Care**

Presenter: Erica Pridle, Human Resources Analyst I

Attendee: Amy Ellis, Deputy Director of Health and Human Services

Approve work-out-of-class pay extensions as per Placer County Code 3.08.510 (C)(5)(c) for employee 51232188 and employee 51231639 for approximately 180 days in the Health and Human Services, Adult System of Care.

Motion: Le Doux/Costa/Unanimous vote 4:0

Ayes: Bennett, Costa, Hull, Le Doux

The Health and Human Services Department requests work out-of-class pay extensions for two employees in the Adult System of Care Division. The first employee is a Health and Human Services Program Supervisor who is working as a Health and Human Services

Program Manager on the substance abuse and mental health services team. The second employee is a Client Services Practitioner Senior who is filling behind the resulting Health and Human Services Program Supervisor vacancy. The department is waiting to permanently hire a Health and Human Services Program Manager until they can confirm that they will receive funding for the position.

No public comment. The Commission inquired about the future funding of the position. Ms. Ellis stated that due to COVID the timeline from the Department of Health Care Services to determine whether they received funding was delayed. The department anticipates that they will be informed by the end of December.

**5. Classification Specification Revision | Right-of-Way Agent | Department of Public Works**

Presenter: Laura Carucci, Human Resources Analyst II

Attendee: Kevin Ordway, Civil Engineer Senior and Kim Hughes, Staff Services Manager

Approve the proposed revisions to the classification specification of Right-of-Way Agent.

Motion: Le Doux/Hull/Unanimous vote 4:0

Ayes: Bennett, Costa, Hull, Le Doux

Updates were made to the job duties and minimum qualification requirements. It was determined that the Certified General Appraiser's license is no longer necessary for this position because the property appraisals are done by contractors. The Senior Right-Of-Way Agent designation used to be required at the time of hire but now must be obtained prior to the completion of the probationary period.

No public comment. The Commission confirmed that the current incumbent meets the new requirements. Ms. Carucci stated that the current incumbent exceeds the new requirements because he has the license and designation.

**6. Request for Reclassification | Health and Human Services, Administration**

Presenter: Laura Carucci, Human Resources Analyst II

Attendee: Vicky Grenier, Health and Human Services Assistant Program Director

Approve:

- a. The reclassification of one Administrative Technician, GNRL Grade 76, to the classification of Staff Services Analyst I, PROF Grade 214; and
- b. The non-competitive promotion of the incumbent pursuant to County Code section 3.08.480.

Motion: Costa/Le Doux/Unanimous vote 4:0

Ayes: Bennett, Costa, Hull, Le Doux

Human Resources conducted a thorough analysis and determined that the employee is performing higher level duties. The employee has performed these duties for a minimum of one year, so the department is also requesting a non-competitive promotion. The employee has been notified of the recommendation. Local 39, the County Executive Office, and the Health and Human Services Department have reviewed the findings and concur with the recommendation.

No public comment. The Commission noted that they liked that the position was filled internally.

**7. Classified Employees Merit Increases**

Approve merit increases for classified employees pursuant to Placer County Code Section 3.04.650 (progression in steps).

Motion: Le Doux/Costa/Unanimous vote 4:0

Ayes: Bennett, Costa, Hull, Le Doux

No public comment

**8. Communications**

**Reports to the Commission are informational only. No action will be taken.**

a. Provisional Appointments: None

b. Staff Reports and Correspondence: Kate Sampson

i. The Board of Supervisors ended the proclamation of the local health emergency in Placer County. As an employer, the County will continue to follow State regulations to maintain a safe working environment for all employees. Human Resources is still evaluating whether it is possible to meet in person for the next meeting.

ii. There are two upcoming appeal hearings. They are scheduled for October 29<sup>th</sup> and 30<sup>th</sup> in the Planning Commission Room at the Community Development Resource Center building. They will be held in person due the limited number of people that will be attending the hearing.

iii. Supervisor Holmes is currently evaluating potential candidates and will be recommending the next commissioner soon.

iv. Human Resources is still hiring election workers for the November election. This year there will be four days to vote which will begin on October 31, 2020. Human Resources has forwarded nearly 600 applications to the Clerk-Recorder's Office.

c. Commissioner Comments

i. Commissioner Costa thanked Commissioner Bennett for running the Commission professionally.

**9. Adjournment to the following upcoming meetings | 4:05PM**

**Regular Meeting Calendar 2020**

Second Monday of the Month - 3:30PM

Human Resources Department, 1<sup>st</sup> Floor Conference Room

145 Fulweiler Avenue, Suite 200, Auburn, CA 95603

OR

Zoom Virtual Meeting with public participation instructions on agenda

Monday, October 12, 2020 - Tuesday, October 13, 2020

Monday, November 9, 2020

Monday, December 14, 2020

*Deborah Bennett*

Commission Chair

*Thalia Torres*

Thalia Torres (Nov 10, 2020 17:07 PST)

Thalia Torres for Judy McKeig, Commission Clerk